

# Scheme of Delegation

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<b>Changes made since last review:</b>	
Pgs 8, 9, 10	Delegation duties to Headteacher from Trust Board (behaviour, school session times & staff discipline)

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## Introduction

An Academy Trust's Board of Trustees is accountable in law for all decisions about its Academy. However, this does not mean that the full Board is required to make all the decisions itself. Many decisions can be delegated to the Headteacher (the senior executive leader in a Single Academy Trust), Trust Board Committees and individual Trustees. It is vital that the decision to delegate a function is made by the full Trust Board and is recorded. Without such formal delegation, the individual or committee has no power to act.

Once determined the Scheme of Delegation (SoD) must be published on the Trust's website.

## The purpose of Scheme of Delegation

A Scheme of Delegation (SoD) is the key document defining which functions have been delegated and to whom. It should be a simple yet systematic way of ensuring Members, Trustees, Committees and individuals are clear about who has responsibility for making which decisions in the Trust. This overarching SoD covering all decision making in the Trust should not be confused with the written Scheme of Delegation of Financial Powers referred to in the Academies Trust Handbook.

Deciding what to retain at Trustee level and what to delegate will vary from Trust to Trust. The details will not be set out in the Articles of Association, the Academy Trust's governing document. This is why it is critical that the Academy Trust agrees a SoD that explicitly establishes who makes which decisions, and ensures this is clear to all. A detailed yet clear SoD can help prevent confusion from arising before any misunderstanding arises which has the propensity to lead to a loss of trust and damaged working relationships.

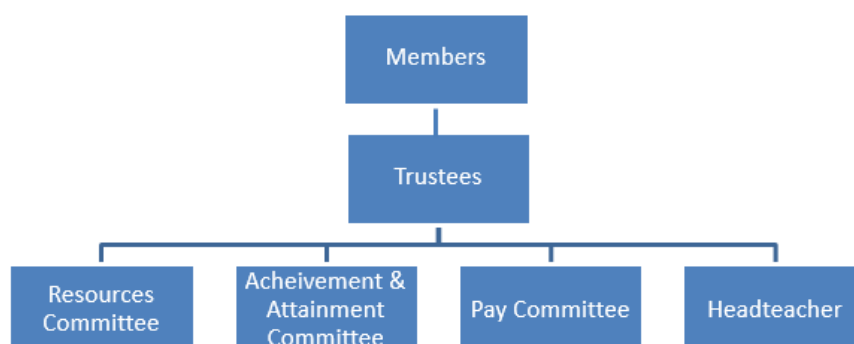
## Review and adapt

The SoD will be reviewed annually, with revisions made as the context changes. This is not a failure, but recognition of the need to be responsive to changing circumstances and to adapt accordingly. It is, however, important to ensure that all involved in governance are made aware of any changes and what these mean in practice.

## An effective scheme will:

- Ensure the school leadership is clear about which decisions the Trust Board remain in control of;
- Ensure that the role of the Headteacher is fully understood;
- Promote a culture of honesty and accountability;
- Identify responsibility for the appointment and performance management of the Headteacher;
- Identify responsibility for policy and practice in the Academy;
- Identify responsibility for oversight of the Academy's budget;
- Identify responsibility for assessment of risk in the Academy; and
- Identify responsibility for oversight of educational performance in the Academy.

## Governance structure and lines of accountability



The Academy Trust Board of Trustees delegate responsibility for the day to day running of the Academy to the Headteacher. The Trust Board will hold the Headteacher to account for the performance of the Academy. The Headteacher in turn holds other members of the senior leadership team to account by line managing them. While the Board cannot ever delegate its accountability, it can delegate some of the detailed scrutiny, oversight and decision making.

The Headteacher will report to the Board on the performance of the Academy, although this will be supplemented by the monitoring of Trust Board committees and individual trustees with any delegated responsibilities.

The Headteacher is performance managed by the Trust Board.

## Roles and responsibilities

### The role of the Members

The Members of the Trust have a different status to Trustees. Originally, they will have been the signatories to the Memorandum of Association and will have agreed the Trust's first Articles of Association (a document which outlines the governance structure and how the Trust will operate). The Articles of Association will also describe how Members are recruited and replaced, and how many of the Trustees the Members can appoint to the Trust Board. The Members appoint Trustees to ensure that the Trust's charitable object is carried out and so must be able to remove Trustees if they fail to fulfil this responsibility. Accordingly, the Trust Board submits an annual report on the performance of the Trust to the Members. Members are also responsible for approving any amendments made to the Trust's Articles of Association.

While Members are permitted to be appointed as Trustees, in order to retain a degree of separation of powers between the Members and the Trust Board, and in line with DfE expectations, not all Members should be Trustees. The DfE has amended the model articles to state that Members are not permitted to be employees of the Academy Trust.

### The role of the Trustees

The Academy Trust is a charitable company and so Trustees are both Charity Trustees (within the terms of section 177(1) of the Charities Act 2011) and company directors. Because Trustees are bound by both charity and company law, the terms 'Trustees' and 'directors' are often used interchangeably.

The Trustees are responsible for the general control and management of the administration of the Trust, and in accordance with the provisions set out in the memorandum and Articles of Association and its funding agreement, it is legally responsible and accountable for all statutory functions, for the performance of the Trust, and must approve a written scheme of delegation of financial powers that maintains robust internal control arrangements. In addition, it must carry out the three core governance functions:

1. Ensure clarity of vision, ethos and strategic direction.
2. Hold the executive to account for the educational performance of the Trust and their students, and the performance management of staff.
3. Oversee the financial performance of the Trust and make sure its money is well spent.

The Trust Board has the right to review and adapt its governance structure at any time which includes removing delegation.

### The role of Trust Board Committees

The Trustees may establish Committees to carry out some of its governance functions which may include making decisions, although any decisions made will be deemed decisions of the Trust Board. The membership (there must be at least three Trustees) and responsibilities of Board Committees are

set out in the Committee’s Terms of Reference. It is usual for the Trust Board to appoint Board Committee Chairs and Committee Members according to their skills.

The Academies Trust Handbook 2021 makes it clear that *‘The academy trust should have a finance committee to which the board delegates financial scrutiny and oversight, and which can support the board in maintaining the trust as a going concern’*. In Trusts with income above a certain level, there must also be a separate audit committee.

## The role of the Headteacher

The Headteacher has the delegated responsibility for the operation of the Trust.

The Headteacher is the Accounting Officer so has overall responsibility for the operation of the Academy Trust’s financial responsibilities and must ensure that the organisation is run with financial effectiveness and stability; avoiding waste and securing value for money.

The Headteacher leads the senior leadership team (SLT) of the Academy Trust. The Headteacher will delegate management functions to the SLT and is accountable to the Trust Board for the performance of the SLT.

Key	
Level 1:	Members
Level 2:	Academy Trust Board of Trustees
Level 3:	Board Committee
Level 4:	Individual Trustee
Level 5:	Headteacher (Accounting Officer)
<b>Blue box</b>	<b>Function cannot be carried out at this level.</b>
✓	Action to be undertaken at this level.
A	Provide advice and support to those accountable for decision making.
<	Direction of advice and support.

Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual Trustee	Headteacher
<b>Governance framework</b>						
<b>People</b>	Members: appoint / remove	✓				
	Trustees: appoint / remove	✓	✓			
	Role descriptions for Members	✓				
	Role descriptions for Trustees / Chair / specific roles / Committee members: agree		✓	<A		
	Parent Trustee: elected		✓			
	Committee Chairs: appoint and remove		✓	<A		
	Governance professional to Board: appoint and remove		✓			
<b>Systems and structures</b>	Articles of Association: agree and review	✓	<A	<A		
	Governance structure (Committees) for the Trust: establish and review annually		✓	<A		
	Terms of Reference for Trust Committees (including audit if required, and Scheme of Delegation): agree annually		✓	<A		
	Skills audit: complete and recruit to fill gaps		✓			
	Annual self-review of Trust Board and Committee performance: complete annually		✓			
	Chair's performance: carry out 360 review periodically		✓			

Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual Trustee	Headteacher
	Trustee contribution: review annually		✓			
	Succession: plan		✓	<A		
	Annual schedule of business for Trust Board: agree		✓	<A		<A
<b>Reporting</b>						
<b>Reporting</b>	Trust governance details on Trust's website: ensure up to date		✓	<A	<A	<A
	Register of all interests, business, pecuniary, loyalty for Members / Trustees: establish and publish		✓	<A		
	Annual report on performance of the Trust: submit to Members and publish		✓	<A		
	Annual report and accounts including accounting policies, signed statement on regularity, propriety and compliance, incorporating governance statement demonstrating value for money: submit		✓	<A		
	To determine whether to publish a home school agreement (not statutory)					✓
	Overall responsibility for ensuring that statutory requirements for information published on the Academy's website, including required details of governance arrangements, performance, financial and equality data are met		✓	<A	<A	<A
	To publish and update at least annually a SEN information report (meeting requirements set out in the		✓	✓		✓

Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual Trustee	Headteacher
	Special Educational Needs and Disability Regulations 2014)					
<b>Being strategic</b>						
<b>Being strategic</b>	Determine Trust policies which reflect the Trust's ethos and values including: admissions; expenses; data protection and FOI; SEN, safeguarding and child protection and curriculum: approve		✓	<A		<A
	Determine Trust staffing policies which reflect the Trust's ethos and values including appraisal, capability, discipline, conduct and grievance: approve		✓	<A		<A
	Determine Trust policy for complaints, health and safety, accessibility plan, premises management, data protection and FOI: approve		✓	✓		<A
	Establish Trust policy for sex education, careers guidance					✓
	Determine a behaviour and discipline policy that promotes good behaviour among pupils and defines the sanctions to be adopted where pupils misbehave					✓
	To draft content of Academy's behaviour policy and publicise it to staff, students and parents					✓
	To annually determine admission arrangements and to carry out consultation where changes are proposed, or where the Trust Board has not consulted on their arrangements in the last seven years		✓	<A		



Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual Trustee	Headteacher
	Ensure a broad and balanced curriculum is in place		✓	<A		<A
	To set the times of school sessions and the dates of Academy's terms and holidays					✓
	Agree enrichment / extra-curricular offer including any additional services required		✓	✓		<A
	Embed agreed curriculum and enrichment offer within the day to day operation of the Academy Trust					✓
	To establish and agree a pay policy		✓	✓		
	Management of risk: establish register, review and monitor		✓	<A	✓	<A
	Engagement with stakeholders	✓	✓	✓	✓	✓
	Trust's vision and strategy, agreeing key priorities and Key Performance Indicators (KPIs) against which progress towards achieving the vision can be measured: determine		✓	<A		<A
	Headteacher: Appoint and dismiss		✓			
	To decide whether to join or form a Multi-Academy Trust	✓	✓			
	Budget plan to support delivery of Trust key priorities: agree		✓	<A		
	Academy staffing structure: agree		✓	<A		<A
	Appoint teaching staff		A>			✓

Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual Trustee	Headteacher
	Appoint non-teaching staff					✓
<b>Holding to account</b>						
<b>Holding to account</b>	Auditing and reporting arrangements for matters of compliance (eg, safeguarding, H&S, employment): agree		✓	<A	<A	<A
	To produce and maintain a central record of recruitment and vetting checks					✓
	To have due regard to the need to prevent people from being drawn into terrorism and to oversee the incorporation of the necessary procedures and practices outlined in the Prevent Duty into the child protection policy		✓	<A	<A	<A
	Reporting arrangements for progress on key priorities: agree		✓	✓		<A
	Performance management of the Headteacher: undertake		✓			
	Performance management of staff: undertake					✓
	Establish and review procedures for addressing staff discipline, conduct and grievance					✓
	Trustee monitoring: agree arrangements		✓	<A		
	To review all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or would lose the opportunity to sit a public examination				✓	

Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual Trustee	Headteacher
	To ensure that health and safety regulations are followed					✓
	Ensure that school lunch nutritional standards are met					✓
	Maintain a register of pupil attendance					✓
	To ensure provision of free meals to those pupils meeting the criteria					✓
<b>Ensuring financial probity</b>						
<b>Ensuring financial probity</b>	Chief Financial Officer for delivery of Trust's detailed accounting processes: appoint		✓	<A		
	Trust's Scheme of Financial Delegation: establish and review		✓	<A	<A	<A
	External auditors' report: receive and respond		✓	<A		<A
	Headteacher pay award: agree		✓			
	Staff appraisal procedure and pay progression: monitor and agree		✓	<A		<A
	Benchmarking and Academy Trust value for money: ensure robustness		✓	<A		
	Develop Trust procurement strategies and efficiency savings programme			✓		
	To approve the first formal budget plan each financial year		✓	<A		

Area	Decision	Delegation				
		Members	Trust Board	Committee	Individual Trustee	Headteacher
	To agree annual action plans and monitor how school premiums are spent (i.e., catch up premium, service premium and the pupil premium)		✓	✓		
	To establish and agree charging and remissions policy		✓	✓		
	Buildings insurance and personal liability		✓			